



City of Riverside, California  
Personnel Policy and Procedure Manual

Approved:

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Human Resources Director

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City Manager

Number: VI-8 Effective Date: 09/01

**SUBJECT:**     **BEREAVEMENT LEAVE**

**PURPOSE:**

To clarify the provisions of bereavement leave for uniformity of interpretation and application.

**DEFINITIONS:**

**Work Day** - A work day shall be defined as 8, 9 or 10 hours of paid compensation for purposes of this policy only and in accordance with the bereaved's regular work schedule.

**Work Week** - A work week shall be defined as 40 hours of paid compensation.

**POLICY:**

1. The Family Bereavement Leave section of the Fringe Benefit Resolution (Section 9) reads as follows:
  - (a) All regular, full-time employees of the City, regardless of period of service, may in the event of death of any relative of the first degree by blood or marriage or any relative with whom they reside within the same household, or brother or sister, be allowed up to the equivalent of one work week of paid bereavement leave. In the event of death of a relative of the second degree, who does not reside within the same household, paid bereavement leave for one work day may be granted.
  - (b) Notwithstanding the above provisions, for an employee in the Refuse Unit, up to four days (i.e., one work week) of bereavement leave are allowed for the death of a spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, grandchild, grandmother or grandfather; and one day of bereavement leave is allowed to attend the funeral of a sister-in-law, brother-in-law of the employee, and the grandmother or grandfather of the employee's spouse.
  - (c) Employees in the Fire Unit shall be allowed one day paid bereavement leave for purposes of attending the funeral in the event of the death of an aunt or uncle.
  - (d) Two Refuse Unit representatives may be selected to attend with pay the funeral of a co-worker in said Unit on behalf of co-workers if the funeral of the deceased co-worker happens during working hours; provided the funeral is held within a 30-mile radius of City limits.

- (e) Persons regularly employed between **20 to 29 hours per week** may be granted **one-half** of the applicable leave and persons regularly employed between **30 to 39 hours per week** may be granted **three-fourths** of the applicable leave.

2. Based on the provisions cited above, paid bereavement leave may be granted to employees upon the death of a **current and immediate family member** as follows:

Relative	All Regular Employees (Unless excepted in another column)	Refuse Unit	Fire Unit
Spouse	1 week	1 week	1 week
Child	1 week	1 week	1 week
Step-child	1 week	1 week	1 week
Parent	1 week	1 week	1 week
Step-parent	1 week	1 week	1 week
Mother-in-law	1 week	1 week	1 week
Father-in-law	1 week	1 week	1 week
Grandchild	1 day	1 week	1 day
Step-grandchild	1 day	1 week	1 day
Grandparent	1 day	1 week	1 day
Grandparent-in-law	1 day	1 day	1 day
Aunt	Not covered	Not covered	1 day
Uncle	Not covered	Not covered	1 day
Brother	1 week	1 week	1 week
Sister	1 week	1 week	1 week
Step-sister	1 week	1 week	1 week
Step-brother	1 week	1 week	1 week
Brother-in-law	* See below	1 day	* See below
Sister-in-law	* See below	1 day	* See below

- \* **One week** is provided for the death of an employee's brother-in-law or sister-in-law of the first degree which refers to the **employee's spouse's sibling**.

**One day** is provided for the death of an employee's brother-in-law or sister-in-law of the second degree which refers to the **employee's sibling's spouse, OR the employee's spouse's sibling's spouse**.

### 3. Refuse Unit Provisions

Two bargaining unit representatives will be selected to attend the funeral of a Refuse Department co-worker on behalf of fellow co-workers, with pay, if the funeral happens during working hours and is held within a thirty (30) mile radius of City limits.

### 4. Employee Assistance

The services of the Employee Assistance Program are available for the employee and family members and can be arranged through contact with the City's Human Resources Department.

#### **PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Employee	1. Notifies supervisor as soon as possible of event and day(s) needed for bereavement.
Supervisor	2. Reviews information supplied by employee for approval or disapproval.
	3. If approved, notifies employee of the number of days authorized under bereavement policy.
	4. Coordinates leave usage with employee if additional time is requested (i.e., vacation, compensatory time).
	5. Requests verification (e.g. funeral notice program) from employee if question of eligibility arises.
Employee	6. Supplies funeral verification to supervisor if requested.
	7. Completes time card using appropriate codes.
Department Head	8. Renders decision in the event of a disagreement.
	9. Consults with the Human Resources Director as needed to resolve any conflicts.
Human Resources Director	10. Renders final policy decision, if required.